



Request for Quotation

Arizona Department of Commerce

QUOTATION NO.: Q008-07

PAGE
1

OF
8

1700 W. Washington, Suite B-32
Phoenix, AZ 85007

DUE DATE: **September 14,
2006**

AT 5:00 P.M. Phoenix
Local Time

ARIZONA DEPARTMENT OF COMMERCE IS SEEKING SMALL BUSINESS PARTICIPATION PER A.R.S.41-2535

THE TERMS AND CONDITIONS INCLUDED WITH THIS FORM SHOULD BE REVIEWED AND UNDERSTOOD BEFORE PREPARING A QUOTATION. RETURN THE QUOTATION BY THE ABOVE TIME AND DATE TO THE ABOVE ADDRESS.

DELIVERY LOCATION:

VENDOR:

**VENDOR CONTACT:
TELEPHONE NUMBER:
EMAIL ADDRESS:**

AGENCY CONTACT: Martha Lynch
TELEPHONE NUMBER: (602) 771-1110
FAX NUMBER: (602) 771-1202

TRAIN THE TRAINER CONSULTANT FOR WORKFORCE INVESTMENT ACT

VENDOR QUOTATION

LINE NO.	COMMODITY DESCRIPTION	QUANTITY	U/M	UNIT PRICE	EXTENDED PRICE
1	CONSULTANT FOR TRAIN THE TRAINER	1	Per hour		
	Per Scope of Work and by task order break down.				
.	PLEASE NOTE EVALUATION CRITERIA BELOW. Cultural and Past Training Experience, Resumes, and Method of Approach				

Quotation may be Faxed to (602) 771-1202 on for before the due date noted at the top of this page.

THIS SECTION MUST BE COMPLETED BY VENDOR

DELIVERY CAN BE MADE _____ CALENDAR DAYS AFTER RECEIPT OF ORDER. PAYMENT TERMS: _____

Signature

Date

Name and Title



Offer and Acceptance

Arizona Department of Commerce
Procurement Office

Suite B-32

1700 W. Washington

Phoenix, AZ 85007

SOLICITATION NO.: : Q008-07

PAGE
2

VENDOR: Distribution Copy

OF
8

OFFER

TO THE STATE OF ARIZONA:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies Small Business status.

Arizona Transaction (Sales) Privilege Tax License No.:

For clarification of this offer, contact:

Name:

Email

Phone:

Federal Employer Identification No.:

Company Name

Signature of Person Authorized to Sign Offer

Address

Printed Name

City

State

Zip

Title

CERTIFICATION

By signature in the Offer section above, the bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The bidder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 99.5 or A.R.S. §§ 41-1461 through 1465.
3. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. **The bidder certifies that the above referenced organization ___is/___is not a small business with less than 100 employees or has gross revenues of \$4 million or less.**

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

This contract shall henceforth be referred to as Contract No. _____. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

State of Arizona

Awarded this

day of

20

Chief Procurement Manager



Instructions for Quotations

Arizona Department of Commerce

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Phoenix, AZ 85007

SOLICITATION NO.: : Q008-07

PAGE
3

VENDOR: Distribution Copy

OF
8

1. PREPARATION OF QUOTATION:

- a. Erasures, interlineations or other modifications in the quotation shall be initialed in original ink by the authorized person signing the Vendor Offer.
- b. In case of error in the extension of prices in the quotation, unit price shall govern. No quotation shall be altered, amended or withdrawn after the specified quotation due time and date.
- c. Periods of time, stated as a number of days, shall be calendar days.
- d. It is the responsibility of all Offerors to examine the entire Request For Quotation package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a quotation.

2. INQUIRIES: Any question related to a Request For Quotation shall be directed to the Procurement Specialist whose name appears on the front. The offeror shall not contact or ask questions of the department for which the requirement is being procured. Questions should be submitted in writing when time permits. Any correspondence related to a solicitation should refer to the appropriate solicitation number, page and paragraph number.

3. LATE QUOTATION: Late Quotations shall not be considered (see A.R.S. 41-2533, Rule R2-7-C307.B).

4. WITHDRAWAL OF QUOTATION: At any time prior to a specified solicitation due time and date a Bidder (or designated representative) may withdraw the Quotation. Facsimiles, telegraphic or mailgram withdrawals shall be considered.

5. OPENING: This is an informal quotation which will not be read at a public opening; however, the information may be publicly reviewed after an award.

6. PAYMENT: In accordance with Arizona Revised Statute § 35-342, any agency which purchases or procures goods and services from a nongovernmental entity on account shall pay the account in full within thirty days after receipt of goods or services and correct notice of amount due in writing to the agency or shall pay interest on the outstanding balance at the rate of ten per cent per annum (as prescribed in § 44-1201) until the account is paid in full, unless a good faith dispute exists as to the agency's obligation to pay all or a portion of the account.

8. TAXES: The State will pay any applicable State of Arizona transaction privilege tax and any other applicable state or local taxes on the services rendered or products supplied. No payment shall be made for any personal property taxes levied on vendor or any taxes levied on employee's wages. Applicable taxes shall be shown separately on any invoice and such sums shall be due and payable to vendor upon delivery. If claiming a tax exemption, State will provide vendor with valid tax exemption certificates. Arizona transaction privilege and use taxes shall not be considered when evaluating Offers.

9. AWARD OF CONTRACT:

- a. Unless the Bidder states otherwise, or unless otherwise provided within the Request For Quotation, the State reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the State.
- b. Notwithstanding any other provision of the Request For Quotation, the State reserves the right to:
 - (1) Waive any immaterial defect or informality; or
 - (2) Reject any or all quotations, or portions thereof; or
 - (3) Reissue a Request For Quotation.
- c. A response to a Request For Quotation is an offer to contract with the State based upon the terms, conditions and specifications contained in the State's Request For Quotation. Quotations do not become contracts unless and until they are accepted by an authorized procurement officer. A contract has its inception in the award document, eliminating a formal signing of a separate contract. For that reason, all of the Terms and Conditions of the procurement contract are contained in the Request For Quotation, unless any of the Terms and Conditions are modified by a contract amendment (SPO Form 217), or by mutually agreed Terms and Conditions in the contract documents.



Instructions for Quotations

SOLICITATION NO.: : Q008-07

VENDOR: Distribution Copy

PAGE
4

OF
8

Arizona Department of Commerce

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10. **BRAND NAME OR EQUAL:** Any manufacturer's names, trade names, brand name or catalog designations used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality design or performance which is desired. Any quotation which proposes like quality, design or performance will be considered. If the description of your offer differs in any way, you must give complete detailed description of your quotation including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified on the Request For Quotation.
11. **COST OF QUOTATION PREPARATION:** The State shall not reimburse the cost of developing, presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.
12. **PUBLIC RECORD:** All quotations submitted in response to this Request For Quotation shall become the property of the State and shall become a matter of Public Record available for review, subsequent to the award notification, as provided for by the Arizona Procurement Code.
13. **Incorporation By Reference:** The State hereby incorporates by reference the Uniform Terms and Conditions, and the Uniform Instructions to Offerors. A copy of the text may be found at AZEPS.az.gov. If the offeror would prefer a hard copy, please contract the State Procurement Office at 100 S. 15th Avenue.



Special Instructions to Offerors

SOLICITATION NO.: : Q008-07

VENDOR: Distribution Copy

PAGE
5

OF
8

Arizona Department of Commerce

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Americans with Disabilities Act

People with disabilities may request a reasonable accommodation such as a sign language interpreter by contacting Martha Lynch at (602) 771-1110. Requests should be made as early as possible to allow time to arrange the accommodation.

Confidential Information

A. If a person believes that a bid, proposal, offer, specification, or protest contains information that should be withheld, a detailed statement advising the procurement officer of this fact shall accompany the submission and the information shall be so identified wherever it appears.

B. The information identified by the person as confidential shall not be disclosed until the director makes a written determination.

C. The director shall review the statement and information and shall determine in writing whether the information shall be withheld.

D. If the director determines to disclose the information, the director shall inform the bidder in writing of such determination.

Descriptive Literature

All offers must include complete manufacturer's descriptive literature regarding the software. Literature shall be sufficient in detail in order to allow full and fair evaluation of the offer submitted. Failure to include this information may result in the offer being rejected.

Electronic Documents

The State of Arizona may provide an electronic version of this procurement document. Any unidentified alteration or modification to the original document (or to any Exhibit contained therein) issued by the State shall be null and void. In those instances where modifications are identified, the original document issued by the State shall take precedence. As provided in the Uniform Instructions to Offerors, section 3.D., the recipient of any electronic document is responsible for clearly identifying any and all changes or modifications to a document upon submission to the State. An original document is on file with the Commerce Procurement Office.

Evaluation

In accordance with the Arizona Procurement Code 41-2535, procurements not exceeding an aggregate amount of fifty thousand dollars, awards shall be made to the responsible bidder submitting the quotation which is most advantageous to the state and conforms to the solicitation.

Proposal shall include experience, resumes and method of approach.

Pricing shall be broke down by tasks, hours and hourly rate.

Offer and Acceptance

In order to allow for an adequate evaluation, the state requires an offer in response to this solicitation to be valid and irrevocable for 30 days after the opening time and date.

Preparation of Quotation

a. Submit one original, clearly labeled "Original" and three copies of the response to the RFQ. The response is to contain a valid ink signature on the Offer and Acceptance Form SPO Form binding the offeror to provide the services listed in the contract at the price quoted and indicate compliance with the terms, conditions and requirements of the RFQ.

b. Provide a narrative of no more than three (3) pages describing the history of the organization and its experience with recent and/or similar projects, including the outcomes.

c. Provide a narrative addressing the product on a point by point basis. Concentrate on the ability of the offeror to satisfy the requirements and duties described in the RFQ. Keep the narrative straightforward, limited to pertinent issues and intentionally designed to demonstrate the professional nature of your work.

d. Enter the inclusive cost for services rendered on Page One, Line one. The cost is to cover all labor, fees, charges, expenses, in-state travel, in-state per diem, supplies, equipment and other item or activity used by the contractor to provide the services required.



Special Instructions to Offerors

SOLICITATION NO.: : Q008-07

VENDOR: Distribution Copy

PAGE
6

OF
8

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Purpose

Pursuant to provisions of the Arizona Procurement Code, ARS 41-2501 et seq., the State of Arizona, State Procurement Office intends to establish a contract for the materials or services as listed herein.

Single Award Contract

This is an all or nothing bid. All items within this solicitation have been grouped together for purposes of obtaining these items collectively from a single source due to such factors as delivery location, pricing advantage, compatibility, etc. To be considered for award of this solicitation, the bidder is required to provide prices on all items within this solicitation. Failure to provide pricing for any item within the solicitation shall result in the bidder being declared non-responsive and ineligible to receive an award.

Suspension or Debarment Certification

By signing the offer section of the Offer and Acceptance page, SPO form 203, the bidder or offeror certifies that the firm, business or person submitting the bid or offer has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government. Signing the offer section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the bid or offer or cancellation of a contract. The state also may exercise any other remedy available by law.

Suspension or Debarment Certification

By signing the offer section of the Offer and Acceptance page, SPO form 203, the bidder or offeror certifies that the firm, business or person submitting the bid or offer has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government. Signing the offer section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the bid or offer or cancellation of a contract. The state also may exercise any other remedy available by law.

Suspension or Debarment Status

If the firm, business or person submitting this bid or offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government, the bidder or offeror must include a letter with its bid or offer setting forth the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of the suspension or debarment. Failure to supply the letter or to disclose in the letter all pertinent information regarding a suspension or debarment shall result in rejection of the bid or offer or cancellation of a contract. The state also may exercise any other remedy available by law.

Withdrawal of Quotation

At any time prior to a specified solicitation due time and date, a Bidder (or designated representative) may withdraw the Quotation. Facsimiles, telegraphic or mailgram withdrawals will/shall be considered.



Special Instructions to Offerors

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1700 W. Washington , Suite B-32

Phoenix, AZ 85007

SOLICITATION NO.: :: Q008-07

PAGE
7 of 8

VENDOR: Distribution Copy

SCOPE OF WORK

1. Background

The United States Department of Agriculture has awarded the Department of Commerce, Workforce Policy Division a grant to conduct “Train the Trainer” modules and create a manual regarding the Workforce Investment Act (WIA). The “Train the Trainer” modules and manual will be created for the Nineteen Tribal Nations (NTN WIB) Workforce Investment Board and Local WIA directors and staff. The NTN WIB will be very involved in this project.

2. GENERAL REQUIREMENTS

Develop a plan and document to provide NTN officials and staff with a standard set of guidelines within their jurisdictions for implementing the training actions and strategies for WIA.

1. Past experience of working with tribal nations and how you show sensitivity to the Native American culture.
2. Knowledge of the Workforce Investment Act (WIA).
3. Experience of conducting trainings related to WIA.

3. SPECIFIC REQUIREMENTS

The program will provide professional training for the NTN WIB members and Local WIA directors and staff. This training will enable these individuals to provide on-going training for local WIA program staff with the ultimate goal of increased employment in tribal communities. The program will also put in place the organizational capacity to provide training for future NTN WIB members through the creation of a “Train the Trainer” Manual. Components of the training and manual include:

1. Develop and conduct 3 “Train the Trainer” modules over a 12-18 month period.
2. Module topics will include: *What is WIA? How can the WIA Work for My Nation/Community?* and *Strategic Planning, Collaboration and Local Collaboration*.
3. Create a Pre/Post Test to measure learning. A 50% knowledge improvement is the performance measure.
4. For each module a “skill building” component will be included (training practice)
5. Conduct the modules to the NTN WIB identified participants.
6. Create an evaluation for each module. Secure feedback from participants so that adjustments can be made to each training session and the manual.
7. Create an organizational framework for future Trainers to follow.

For each of the identified components, give a brief description of the information and/or processes to be included in the modules.

The consultant will work closely with the NTN WIB Coordinator who will be responsible for administrative duties on this project.

Research, design and implement a Plan of Operation for the NTN WIB that addresses, but is not limited to: revising WIB By-laws, creating a network of employment opportunities, and redesigning the operational and organizational structure as related to WIA. Please discuss ideas and actions that are pertinent to the success of the NTN WIB and its structure.



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Arizona Department of Commerce

1700 W. Washington , Suite B-32

Phoenix, AZ 85007

SOLICITATION NO.: :: Q008-07

PAGE
8 of 8

VENDOR: Distribution Copy

4. **EVALUATION**

In accordance with the Arizona Procurement Code 41-2535, procurements not exceeding an aggregate amount of fifty thousand dollars, awards shall be made to the responsible bidder submitting the quotation, which is most advantageous to the state and conforms to the solicitation.

- Explain your past experience of working with tribal nations and how you show sensitivity to the culture.
- Provide your knowledge of the Workforce Investment Act (WIA).
- List your experience of conducting trainings related to WIA.
- Please include a copy of your resume.
- Please list the cost of your consulting for this project.

Proposal shall include resumes, experience, and method of approach.

Pricing shall be broke down by task, by hours, and by per hour rate.

5. **REPORTS AND DELIVERABLES**

1. The Contractor shall understand and agree that all work performed by the Contractor shall be submitted to the project manager for review and approval before a final submittal is delivered to the Agency.

1.1. The Contractor shall understand and agree that the project manager shall have the right to modify, change, or delete any part of the Contractor's deliverables.

1.2. The Contractor shall understand and agree that all reports are owned by the Department of Commerce but not curriculum.

6. **PAYMENT AND INVOICING REQUIREMENTS**

- 6.1 The Contractor shall identify on the front of this document, a per hour price with a breakdown of hours needed. The invoice shall have the contract number, hours worked at the contract rate and by task. Contractor shall be paid by completed task indicated in their proposal.

6.1.1 A current W-9 must be on file with Commerce.